

APPLICATION FOR A NON-CERTIFIED COPY — MICHIGAN HEIRLOOM BIRTH RECORD

Michigan Department of Health and Human Services

PART 1 - APPLICANT'S INFORMATION

PHOTO IDENTIFICATION REQUIRED (See back for details)

Applicant's

Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone w/area code - **Required:** _____ Other Phone w/area code: _____

PART 2 - CERTIFICATION OF INFORMATION PROVIDED

By signing this application, I understand that I am agreeing to pay for a search of the State of Michigan Vital Records. This does not guarantee that a record will be found.

Falsifying an application for a vital record and/or assuming the identity of another person is subject to criminal penalties (MCL 333.2894(b) and 445.65).

► Applicant's Signature: _____ Date: _____

PART 3 - SELECT THE HEIRLOOM CERTIFICATE FORMAT (Separate application required for each request)

☐ Option 1



Quantity _____

☐ Option 2



Quantity _____

☐ Option 3



Quantity _____

☐ Option 4



Quantity _____

☐ Option 5



Quantity _____

☐ Option 6

I would like to purchase _____ (Quantity) gift certificate(s). Please indicate below the recipient's name(s). If more than two, please attach an additional page with the additional recipients' names. (Please skip to Part 6)

Recipient Name (First and Last): _____

Total Number of Copies: _____

PART 4 - ELIGIBILITY-Select the category that qualifies YOU to request/receive this Michigan birth record per MCL 333.2882

- ☐ Child or Parent named on the record
Note: Only adoptive parents are eligible (if applicable)
- ☐ Licensed attorney representing subject of the record (Letter on official Letterhead required: Must provide state bar number and the name of the person you represent along with client's identification)
- ☐ Heir of the deceased person named on the record
• Relationship to decedent: _____ Decedent's name at time of death: _____
• State where death occurred: _____ (If not MI, you must provide a death certificate) • Date of death (Year): _____
- ☐ Legal guardian of the person named on the record
Note: Copy of court documented guardianship papers required.
- ☐ Record at least 100 years old (no photo ID required)

PART 5 - INFORMATION NEEDED TO FIND BIRTH RECORD BEING REQUESTED

Date of Birth (mm, dd, year)	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Place of Birth (hospital, city, county)
Please include first/middle/last names <u>at birth</u> below: Full Name _____ Parent/Mother's Maiden Name: _____ Parent/Father's Name: _____		Is the person named on the record adopted ? <input type="checkbox"/> Yes <input type="checkbox"/> No Full Name <u>after</u> adoption: _____ Adopted Parent/Mother's Name: _____ Adopted Parent/Father's Name: _____

If the applicant's current name is different than how their birth name appears on the record, provide info (required)

- ☐ Marriage: Place of Marriage (state) _____ Date of Marriage _____
- ☐ Court Ordered New Legal Name (court order must be provided) First _____ Mid _____ Last _____

PART 6 - FEES

Total copies or certificates from Part 3 _____ Times \$40.00 per copy X \$40.00 Total Fee = \$	
Redeeming Gift Certificate Number _____	Enclosed

For Accounting Use Only

HEIRLOOM BIRTH RECORDS: The State of Michigan issues non-certified heirloom birth certificates with your choice of five designs, signed by the current Governor. The five certificates are suitable for framing and are mailed encased in cardboard shields to ensure protection. The certificates can be preserved as a family heirloom, but they are not intended as proof of birth.

By purchasing an heirloom certificate, or a gift certificate, a contribution is made to the Michigan Children's Trust Fund, which was established in 1982. The Fund serves as a voice for Michigan's children and families, and promotes their health, safety and welfare by providing financial support for local programs and services that prevent child abuse and neglect. For more information on the Children's Trust Fund, please visit their website at www.michigan.gov/ctf

APPLYING ONLINE OR BY PHONE

ONLINE: www.michigan.gov/vitalrecords
PHONE: 866-443-9897

Online and phone orders are serviced by VitalChek. All orders received by this method are considered rush service and processed in approximately two-weeks. There is an additional \$14.00 VitalChek processing fee. There is an optional UPS overnight delivery fee of \$19.75, and you should receive the record in 2-3 business days.

PAYMENT: A credit card is required for online and phone order requests.

VitalChek is the ONLY approved online and phone service provider for the State of Michigan.

PROCESSING TIME - HEIRLOOM BIRTH RECORDS

The processing time for an heirloom birth record request will be approximately 4-5 weeks, depending on the volume of requests received. Same day service is not available.

PAYMENT INFORMATION

SEARCH FEES ARE NON-REFUNDABLE: Fees are established by state statute. A basic one year search fee includes either one non-certified copy of the heirloom record or an official statement that the record is not filed with the state. A basic statewide search includes the files for the year specified as the birth year.

MAIL APPLICATION TO

MAIL TO:
Vital Records Requests
PO Box 30721
Lansing MI 48909

www.michigan.gov/vitalrecords
517-335-8666

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

IDENTIFICATION REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A NON-CERTIFIED MICHIGAN HEIRLOOM BIRTH RECORD * Please Send Photocopies - Not Original Documents *

Under Michigan law, birth records are restricted documents. To request a birth record, a current valid, government issued identification is required to establish eligibility (except for an unrestricted birth record that is at least 100 years old). To protect from identity theft, a copy of the applicant's government issued identification must be presented along with the application and fees.

Tier 1 Documentation that establishes identity by itself.

- ☐ U.S. or Foreign Passport
- ☐ U.S. Passport Card
- ☐ U.S. or U.S. Territories Driver's License or Identification Card
- ☐ U.S. Military Identification Card with **both** picture and signature
- ☐ Other U.S. or U.S. Territories issued document that meets the following criteria: Document must be unexpired. Document must contain a photograph and at least the following information: name, date of birth, date of expiration, signature, and address.

—OR—

Tier 2 Documentation must include all documentation in one of the categories below:

- ☐ Any of the documents in Tier 1 that expired within the past 5 years and any one document from Tier 3 issued within the past year.
- ☐ Employment identification with photo, accompanied with a pay stub or W-2 form issued within the past year.
- ☐ Student identification with photo, accompanied by a current report card or other proof of current school enrollment. Both documents must be for the same institution.
- ☐ Department of Corrections identification card accompanied by probation or discharge papers issued within the past year.
- ☐ If an inmate is currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration issued within the past year.

—OR—

Tier 3 Documentation must include at least three alternative documents of different types from the list below, one must have been issued within the past year:

- ☐ Any of the documents in Tier 1 expired more than 5 years.
- ☐ Social Security Card (must be signed)
- ☐ Marriage or Divorce certificate
- ☐ Your child's birth certificate
- ☐ IRS form W-2
- ☐ Paycheck stub
- ☐ Bank statement
- ☐ Voter registration
- ☐ Motor vehicle registration
- ☐ Health insurance card
- ☐ Utility Bill
- ☐ Doctor/hospital/dentist bill
- ☐ Religious/community organization documents, baptismal certificate
- ☐ Military DD-214 discharge paper or equivalent
- ☐ School records
- ☐ Letter/benefit statement from a government agency, like SSA or IRS
- ☐ Land or rental agreement
- ☐ Military ID with **either** a picture **or** signature.
- ☐ Other documents that establish identity to a degree equivalent to those listed above.

VitalChek – Applicants who wish to order their birth certificate online, can order via the internet at <http://vitalchek.com>, or by phone, US (866) 443-9897. VitalChek verifies identity through questions about the applicant's past addresses, family, and other information. VitalChek is the only approved online service provider for the State of Michigan.